

# Director of Finance & Administration



**Job Code:** 1590  
**Grade:** 141  
**Reports to:** City Manager  
**Salary Range:** \$92,308 - \$145,903  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs highly complex professional and administrative work in planning, organizing, and directing the financial activities of the City; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification works under the administrative direction of the City Manager or designee and is reviewed for conformance to established policy through conferences, written reports, and observation of fiscal performance standards and goals. Supervision is exercised over finance and administrative staff.

## **ESSENTIAL FUNCTIONS**

Planning, directing, and participating in the accounting, collections, payroll, and financial recordkeeping programs of the City; overseeing and participating in accounts payable and purchasing function and the preparation and maintenance of financial records and systems.

## **EXAMPLES OF WORK**

- Plans, directs, supervises, and participates in the general accounting functions including accounts payable, accounts receivable, revenue collections, payroll, and purchasing.
- Coordinate projections of taxes, grants, interest income, and other revenue sources.
- Assists the City Manager and other departments with the development and implementation of financial matters.
- Advises City officials on financial matters of the City.
- Evaluates the work performance of subordinates.
- Establishes and maintains the financial and accounting systems for the City.
- Coordinates the annual audit process.
- Oversees the preparation of financial statements and related reports.
- Oversees distribution of municipal funds; administers the cash management investments and debt management programs.
- Approves vouchers for payment; directs the purchasing activities.
- Participates in the preparation, implementation, and monitoring of the operating and capital budgets.
- Attends Council meetings.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; thorough knowledge of the principles and practices of a municipal purchasing system; thorough knowledge of the practices, methods, and laws relating to municipal bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records; ability to prepare informative financial reports; ability to plan, organize, direct, and evaluate the work of subordinate employees; ability to establish and maintain effective working

relationships with other department heads and governmental officials; ability to conduct long-range planning; ability to communicate technical ideas effectively, both orally and in writing.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting, Finance, Public Administration, or related field. Eight (8) to ten (10) years of progressively knowledgeable and responsible experience in municipal administration, the majority of which shall have been in a managerial capacity; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS**

- Possession of a Certified Public Accountant (CPA) Certificate.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.